

SECRET

Classification

18

Approved For Release 2006/11/13 : CIA RDP75-00399R000100140093-0

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DAS/CTR 155 - 17

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT		STATISTICAL
Projected Use of [redacted]				XX NARRATIVE
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	MACHINE-NAME LISTING
		LOGISTICS	SECURITY	
		MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)
2		Semi-Annual		1
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Memorandum		YES	IF YES GIVE ADP PROCESSING NO.	Memo from EA/TR - 1 Dec and 1 June each year.
XX NO				
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
Staff		None (Verbal Check with Branches)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
7	4.50	.5	2.25	2	4.50
				x 2 = 1	

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR				\$4.50

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Information needed to plan [redacted]

14. FUTURE GOALS		
GOAL PROPOSED BY COMPONENT FOR THIS REPORT		
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	ESTIMATED SAVINGS
CHANGE		MAN-HOURS
DISCONTINUE		DOLLARS
0		STAT
15. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
9 OCT 1970		Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140093-0
		Chief, Instructional Support Staff
		Classification

25X1

25X1

25X1